

Section 11.7 DCDS Distribution Inquiry Overview

Purpose	This section provides an overview of the process of distributing costs of labor and equipment based on the data collected in DCDS. The major types of data include posted and unposted transactions, changed transactions, suspended transactions, transaction detail, and employee detail.
Window Name	Distribution Detail Inquiry Distribution Summary Distribution Inquiry by Employee
Reminders	<ol style="list-style-type: none"> 1. Distribution information is accessed through the <u>F</u>unctions, <u>D</u>istribution <u>D</u>etail <u>I</u>nquiry, <u>D</u>istribution <u>S</u>ummary <u>I</u>nquiry, or <u>D</u>istribution <u>I</u>nquiry by <u>E</u>mployee items from the menu bar. 2. The Distribution windows display various information: <ul style="list-style-type: none"> ■ The Detail Inquiry window displays posted, changed and unposted distribution detail. ■ The Distribution Summary window allows a user to select specific information to be displayed. ■ The Distribution Inquiry by Employee displays detailed distribution information for specific employees. <p>General Information</p> <ol style="list-style-type: none"> 3. The distribution process uses the time information and agency distribution options entered in DCDS to distribute labor/equipment costs to the appropriate coding blocks. The end result is a detailed distribution of costs by coding block and object code. 4. Distribution of direct labor costs (gross earnings costs and fringe benefits costs) is based on hours and coding blocks, as defined in the Relational Standard Accounting and Reporting System (R★STARS), reported on time sheets. The coding block information can be the standard distribution established or it can be entered with the time. <p><i>Continued</i></p>

DCDS Distribution Overview**Reminders**
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5. Time is entered and processed according to the options defined by the department. Once time has been entered, the payroll calculation process is performed. After the payroll is calculated, the gross and fringe benefit amounts are sent back to DCDS. At this point, the calculations are matched against the reported information and distributed. The transactions are then summarized and sent to R★STARS for processing. At the same time, equipment usage distribution, not reported to Vehicle and Travel Services, is also sent. The accounting is processed and then posted in DCDS.
6. The DCDS distribution process provides the flexibility to distribute the fringe benefit costs based on actual payroll costs or the standard benefit costs. The standard benefit cost is calculated by multiplying the gross earnings with a specified benefit percentage.
7. Reported distribution can be re-directed in several ways. The first method is crosswalks: TKU/Organization and Coding Block. These crosswalks will modify the distribution coding blocks from what was reported to another specified by the agency. Project and grant crosswalks prevent hours from being reported against a particular project or grant. After the initial coding blocks are determined, the crosswalks are searched, and the original coding block may be changed based on the existence of a crosswalk.
8. An agency may also define whether a pay type is a benefit or earnings and whether it is distributed by hours or dollars. This allows the agency to declare a pay type a benefit though it is normally thought of as an earning.
9. An agency may also establish a distribution matrix for a benefit. This allows the agency to distribute a pay type declared as a benefit over other pay types. If those pay types aren't in the payroll calculation, the pay type will be distributed according to the default distribution.

Main Menu

To display the distribution windows, select the Functions menu item from the Menu bar and click on the Distribution Detail Inquiry, Distribution Summary Inquiry or Distribution Inquiry by Employee menu item.

